

ENGINEERING AND RELATED SERVICES
November 2, 2007

STATE PROJECT NO. 700-35-0140
F.A.P. NO. DE-3506(512)
EL CAMINO EAST/WEST CORRIDOR
ROUTE LA 6
NATCHITOCHES PARISH

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met prior to the execution of the contract.** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

Project Manager – Ms. Jan Grenfell may be reached at (225) 242-4509.

PROJECT DESCRIPTION

The selected Consultant/Team shall prepare an Environmental Assessment in accordance with the National Environmental Policy Act (NEPA) and other applicable laws for the El-Camino East-West Corridor in Natchitoches Parish, Louisiana. The proposed project is 8.28 miles in length along LA 6 from LA 485 to I-49 where it meets an existing four-lane section.

SCOPE OF SERVICES

The services to be rendered for this Project shall consist of the following Stages and Parts:

Stage 1: Planning/Environmental

Part II: Line and Grade Study

Part III: Environmental Evaluation

(b) Environmental Assessment

The selected Consultant will evaluate the social, economic, and environmental consequences of the alternatives (including the no-build) and present this information in the Environmental Assessment. A feasibility study was previously prepared for the project. The Consultant shall be provided a copy of this study, which contained alternatives and an Environmental Inventory. A Public Meeting will be held to inform the public of the project, potential impacts of the project, and to obtain comments and input from the public on the alternatives, design features, and impacts. A Public Hearing will be held to inform the public of the results and the conclusions of the Environmental Assessment, and to obtain input from the public on the Environmental Assessment. The Consultant shall obtain a Finding of No Significant Impact (FONSI) from the Federal Highway Administration (FHWA) once the Environmental Assessment has been approved by the FHWA.

The Stages and Parts to be performed by the Consultant are described more specifically as follows:

STAGE 1: Planning/Environmental

Part II: Line and Grade Study

The Consultant will be responsible for undertaking the line and grade study which will include, but not be limited by, the following:

1. Development of typical roadway and bridge sections
2. Establishment of design criteria (including but not limited to)
 - a. Design class and design speeds
 - b. Lane widths
 - c. Minimum horizontal curvature
 - d. Maximum and minimum side slopes
 - e. Horizontal and vertical clearances
 - f. Maximum roadway grade
3. Factors for design consideration
 - a. Alignment development in accordance with Department standards
 - b. Required lane configuration for an acceptable Level of Service
 - c. Develop horizontal geometry
 - d. Develop vertical geometry and set minimum roadway grade
 - e. Identify major drainage structure locations
 - f. Establish approximate Right-of-Way limits
 - g. Develop a list of impacted improvements
 - h. Develop cost estimates for Right-of-Way, Utility relocations, and construction
4. Horizontal alignment
 - a. A preliminary horizontal alignment study will be prepared for the preferred alternative. The alignment should consider major utility conflicts, major drainage structures, existing roadway/bridge geometry, superelevation, and sight distance issues. The final refinement to the alignment will be adjusted based on a constructability review. The final alignment should consider:
 - i. Existing roadway and bridge conditions
 - ii. Maintenance of traffic
 - iii. Location of utilities
 - iv. Environmentally sensitive areas
 - v. Topographical features
 - vi. Developed properties
 - vii. Urban constraints
 - viii. Railroad crossing

- b. A plan view of the preferred horizontal alignment will be prepared on aerial photography. The following geometric data will be displayed on the plan:
 - i. Curve lengths (L)
 - ii. Tangent lengths (T)
 - iii. Curve radii (R)
 - iv. Superelevation rates and transition lengths
 - v. Estimated R/W limits
 - vi. Control of Access limits (if applicable)
 - vii. Intersection and/or schematics

5. Vertical Alignment

- a. A vertical alignment study will be prepared for the preferred alternative. The vertical alignment should consider above ground and below ground utilities, major drainage or structure locations, overpass clearances, etc.
- b. A profile view of the preferred vertical alignment will be prepared on aerial photography. The following geometric data will be displayed on the profile.
 - i. Vertical grades
 - ii. P.V.I. locations
 - iii. Length of Vertical Curve (V.C.)

Part III: Environmental Evaluation

Part III (b) Environmental Assessment

LOGICAL TERMINI

The Consultant shall select and submit proposed logical termini with the justification thereof to the DOTD's Environmental Section. Final decision will be made by the Environmental Section and FHWA.

ITEMS TO BE ADDRESSED IN ENVIRONMENTAL ASSESSMENT

Purpose and Need for Action

The purpose and need for the proposed action shall be discussed in the Environmental Assessment. Traffic needs (including existing and future needs), traffic patterns, and traffic movements will be provided by the DOTD.

Alternatives

All alternatives examined in the feasibility study will be discussed in the Environmental Assessment. Those alternatives eliminated from further study will be identified and reasons for this elimination will be discussed in the Environmental Assessment. A preferred

alternative will be identified in the Environmental Assessment, and reasons for its viability will be discussed in the Environmental Assessment. All proposed Build alternatives and the No Build alternative will be described and analyzed in the Environmental Assessment.

The Consultant will develop a typical section and estimate the required right-of-way. The estimated right-of-way will be used in analyzing the various impacts of the proposed alternatives and estimating cost. Exhibits depicting the proposed alternatives and estimated right-of-way takings will be prepared for the document and for the Public Meeting and Hearing. Aerial photography is preferred as a base for the exhibits. Local landmarks and major features will be labeled to assist in interpreting the exhibits.

Solicitation of Views

A Solicitation of Views (SOV) packet was distributed to Federal, State and local agencies, organizations, and individuals whose expertise may assist with the identification of possible adverse concerns (economical, social, or environmental) within the project area. This SOV packet described the alternative alignments being studied in the Environmental Assessment and contained a preliminary project description and vicinity map. The responses to this SOV will be provided by the DOTD to the Consultant, for their review and incorporation into the Environmental Assessment. The DOTD will provide the Consultant with the distribution list that was used in the solicitation, and the Consultant shall be responsible for supplementing and maintaining it throughout the duration of the project.

All communication and coordination with other Federal, State and local agencies will be closely coordinated with the DOTD's Environmental Section and approved by them prior to contact.

Impacts

Analysis of each alternative, including the No Build will be made and discussed in the Environmental Assessment. Items to consider include, but are not limited to, traffic patterns, permits, land use, community/social, economic, historic, cultural, recreational, archaeological, noise, air, hazardous waste sites, wetlands, floodplains, farmland, and endangered or threatened species and/or their habitat. Some of these items may require the production of a separate document, in addition to the analysis in the Environmental Assessment. Potential mitigation measures designed to reduce or alleviate impacts will be discussed in the document.

Threatened and Endangered Species

The Consultant will define and describe the protected species associated with the subject project. Species occurrence records will be obtained from the Louisiana National Heritage Program (LNHP), maintained by the Louisiana Department of Wildlife and Fisheries (LDWF), prior to the initiation of field surveys. Field surveys will be conducted to determine the presence (relative abundance) or absence of protected species and/or their habitat, if applicable. A biological report documenting field survey methods, conclusions, and recommendations will be written. Coordination with knowledgeable staff representing the U.S. Fish and Wildlife

Service (USFWS) and LDWF will be conducted in order to determine impacts by the project. Coordination with these agencies will be made through the DOTD Environmental Section or with the express approval of DOTD. Maps showing the areas of concern to threatened and endangered species and their habitats will be included in the biological report. However, the biological report will not be distributed to the public nor will the maps or the report be included as an appendix of the EA. Attempts will be made to avoid impacts to any protected species or their habitats when planning the alternatives. Two (2) copies of the draft report and two (2) copies of each revision will be submitted to DOTD for approval. Once approved, (5) five copies of the final report will be submitted to DOTD as well as an electronic copy in PDF format on a labeled CD.

Wetlands

Wetlands in the project area will be identified and delineated utilizing the latest appropriate US Army Corps of Engineers' (USACE) guidelines. A Wetlands Finding, using the latest FHWA criteria will be written. Information referenced may include: infrared photography, National Wetlands Inventory (NWI) maps, quadrangle maps, soil maps, etc. Referenced information will not substitute for an on-site field determination which will be made. Acreage of wetlands impacted and their value will be calculated, and exhibits suitable for reproduction indicating the limits of wetlands in the area affected by the project, and the areas to be impacted will be made. These results will be in the form of a wetlands report produced by the Consultant. All paperwork necessary for the permit application will be prepared by the Consultant. Photographs of each soil sample with the appropriate Munsell soil chart in the same photograph will be included in the report. Each wetland area will be located on a USGS quadrangle sheet as well as a layout map with the station numbers noted.

Scenic Streams

A Class B Scenic Stream permit application, if required, will be prepared for each scenic stream in the project area, by the Consultant. Seven (7) copies (all with original photos or color laser print copies) will be provided by the DOTD's Environmental Section.

Other Permits

All potential permits and their requirements to implement the project will be identified. All items necessary to obtain the permits (with the concurrence of the DOTD) will be provided by the Consultant. Those permits to be identified include, but are not limited to:

- Corps of Engineers (Section 404 permit and/or Section 10 permit)
- Water Quality Certification
- Scenic Streams Class B Permit
- Coast Guard Bridge Permit
- Storm Water Permits

Environmental Site Assessment

A Phase I Environmental Site Assessment will be performed for this project in accordance with the ASTM Standards E 1527-00. The Phase I Environmental Site Assessment has four components: Records Review, Site Reconnaissance, Interviews, and Report. The Consultant will meet with the DOTD Environmental Section's Project Manager, if Recognized Environmental Conditions (RECs) are discovered. Results of site evaluations, findings, conclusions, and opinions concerning the site's impact will be provided in the Environmental Assessment.

Testing for contamination is not anticipated, but if contamination is suspected and conditions merit limited testing in order to determine impacts to the project area, the contract may be supplemented to cover the additional costs of these activities.

Noise and Air Quality

A noise study is required for alternatives where the horizontal or vertical alignment of the roadway alignment is substantially changed or where capacity is added. Noise samples will be measured and the current FHWA approved noise model (TNM 2.5) will be used. The DOTD Highway Traffic Noise Policy dated March 2004 applies. The Consultant will submit a noise protocol for approval prior to initiating field measurements and modeling. The Consultant will conduct a reconnaissance of the project area to confirm locations of potentially impacted residents, businesses, and other receptors; perform a document search to ascertain the existence of planned, designed and programmed activities; acquire field measurements of noise levels; model the noise for each alternative requiring modeling for existing, build, and design years; determine highway traffic noise levels for each alternative for the peak-hour; determine noise impacts at sensitive receptors including a comparison of impacts for the existing condition, build year, and design year; and determine the reasonableness and feasibility of noise abatement measures in accordance with DOTD policy.

A separate noise report is required. The report shall outline the methodology used and include a description of the model used. The analysis will include documentation of the input data assumptions; identification of other noise sources in the corridor; discussion of modeled noise levels for each alternative, including exhibits showing receptor sites and noise contours; discussion (with a table) of traffic noise impacts resulting from existing condition, build year, and design year; and abatement measures considered and whether they were reasonable and feasible. The report shall contain a completed copy of the Department's worksheet as well as an Appendix with model inputs and outputs for each run.

For review purposes, three (3) reports will be submitted. For each revision, three (3) copies will be required. Once the report is approved, five (5) copies of the final will be required as well as an electronic copy in PDF format on a labeled CD. The text part of the final version will be included in the Appendix of the EA.

Past modeling of Carbon Monoxide (CO) emissions have shown that CO emissions from vehicles are decreasing due to improved technology and emission controls. Louisiana is in

attainment statewide for CO. CO “hot-spot” analyses, assuming worst-case scenarios, have been performed for many years on similar projects with no violations of the National Ambient Air Quality Standards (NAAQS). For CO the NAAQS is 35 parts per million for the 1-hour average and 9 parts per million for the 8-hour average. It was determined that this project will not violate the NAAQS for CO, as similar projects modeled previously have not demonstrated a violation.

Impacts of the proposed action to air quality in the region will be considered. Information on existing air quality conditions will be obtained from the Louisiana Department of Environmental Quality (LDEQ). Air quality modeling for carbon monoxide (CO) will not be required; however, the EA will contain a discussion concerning general and transportation conformity with respect to the air analysis.

(Cultural Resources) - Archaeology/Historic Properties (106 & 4(f))

The Consultant will review previous cultural resource survey reports within a 2-mile radius of the logical termini on file at the Louisiana Division of Archaeology and the Louisiana Division of Historic Preservation and coordinate with DOTD as to the need for additional survey work before initiating a Cultural Resources Survey. After initial coordination with the Department and the State Historic Preservation Office (SHPO), a survey will be performed to determine the presence of National Register of Historic Places eligible archaeological sites, both historic and prehistoric, as well as any standing structures or other places or objects, including bridges, eligible for listing on the National Register of Historic Places. The survey will meet the current standards of the Louisiana Division of Archaeology. All research and documentation necessary to comply with Section 106 of the National Historic Preservation Act and Section 4(f) of the Department of Transportation Act will be prepared by the Consultant (i.e. Preliminary Case Reports, Documentation for a Determination of No Adverse or Adverse Effect, Section 4(f) Statements). All coordination with the SHPO’s office will be through the Environmental Section or with the express approval of the Environmental Section.

Five (5) copies of the draft Cultural Resources Survey will be submitted to DOTD for review; DOTD will transmit copies of the report to the SHPO for review. Upon approval of the draft, three (3) paper copies and one electronic copy in PDF format on a labeled CD of the final Cultural Resources Survey will be submitted to DOTD; DOTD will transmit the finals to the SHPO.

Two (2) copies of an unbound typed site form or site update form (for previously recorded archaeological sites) and two (2) copies of unbound typed Louisiana Historic Resource Inventory Forms (with original black and white photographs affixed to the forms) for each recorded standing structure will be submitted to DOTD’s Environmental Section along with the draft Cultural Resources Survey.

Up to five (5) copies of the draft Section 4(f) Statement will be required for external review purposes. The Section 4(f) Statement will be included in the Appendix of the EA and distributed to requisite agencies as such. An electronic copy in PDF format on a labeled CD will also be submitted to DOTD.

Socio-economic Environmental Justice

The Consultant will be responsible for identifying any potential Title VI or Environmental justice issues in the proposed project area. Any instances where Title VI populations bear the bulk of project-related impacts will be reported to the DOTD's Environmental Section, so that appropriate measures may be undertaken to prevent or mitigate for such occurrences.

Conceptual Stage Relocation

Impacts to land uses and community services along each alternative shall be addressed in the Environmental Assessment along with the social and economic impacts to the community, including any potential impacts to Title VI properties. Relocation impacts shall be confirmed via field surveys as well. A Conceptual Stage Relocation Plan shall be prepared and submitted to the DOTD's Environmental Section. Cost estimates for the number and type of relocations or displacements (including number of persons in household, ethnic affiliation, and approximate income level), right-of-way, construction costs, etc. shall be included in the document. Also to be included in the document are the type and estimated value of housing, and the location and quantity of available replacement housing. For businesses, the location and type of business to be displaced will be documented, as will the ethnic affiliation of the owner, the number of employees and their ethnic affiliation, bypassed businesses if applicable, and a listing of available commercial buildings and sites. This estimation of costs of required right-of-way and relocation assistance will be submitted to the DOTD Environmental Section's Project Manager for review.

Recreational Resources (4(f) and 6(f))

All publicly-owned recreational and park land, wildlife and waterfowl refuges, and all historic sites will be identified and delineated. Research, analysis, and documentation of compliance with Section 4(f) of the DOT Transportation Act will be performed by the Consultant. Use of Land and Water Conservation Funds will be identified by the Consultant. If such resources are present, the Consultant will prepare all documentation for coordination with the appropriate agencies.

Additional Coordination

The Consultant shall coordinate impacts to prime farmland with the Natural Resources Conservation Service and contact the local floodplain administration concerning impacts to the floodplain.

Coordination (via meetings, e-mail, phone conversations and letters) with local officials and resource agencies is required to determine the presence of outstanding issues. The Environmental Section will be kept apprised of all coordination efforts prior to the Consultant making the contacts. All efforts must be documented for the file. Items of special or local interest should be noted and evaluated within the context of the project.

Other

Other items that will need to be discussed in the analyses are traffic impacts (cars and trucks), and other proposed projects in the area that may have an impact on the proposed action or that may be impacted by the proposed action. Existing traffic data can be obtained from DOTD. A discussion of secondary and cumulative impacts is required. The Consultant will maintain a list of all persons expressing an interest in the project.

Public Meeting

At least one Public Meeting will be required for this project. If additional Public Meetings are required, these will be added at the discretion of the DOTD and FHWA. All arrangements for the Public Meeting(s), including location, time, preparation of notice, preparation of appropriate exhibits, preparation of the technical presentation, and handouts will be made by the Consultant, subject to the DOTD's Environmental Section approval. The Public Meeting(s) will be an open-house format. The Consultant will advertise the notice of the Public meeting(s) upon the DOTD's approval of the notice) in the newspaper(s), as well as other media agreed upon by the DOTD. The text of the notice will be provided to the DOTD Environmental Section's Project Manager for review at least one (1) month prior to the anticipated Public Meeting(s) date. Public Meeting exhibits, handouts, and technical presentations will be supplied to the DOTD Environmental Section's Project Manager for approval prior to the Public Meeting(s) date.

The Consultant will also be responsible for providing visualization for the Public Meeting. The visualization shall depict the important aspects that are pertinent to the project. Visualization in the past has included, but not been limited to, handouts, power-point presentations, and various large scale exhibits. The Consultant shall prepare the exhibits and submit them to DOTD's Environmental Coordinator for approval prior to the Public Meeting date.

Actual conduct of the Public Meeting will be by staff from the Consultant. The Consultant will have knowledgeable informed staff present at the Public Meeting to address the queries of the public, in regard to environmental, engineering and other project related issues. The Consultant will tape and prepare a verbatim transcript of the Public Meeting. The Consultant will be responsible for the distribution of the transcript. It is anticipated that sixty (60) copies of the transcript will be required for distribution. A paper copy of the transcript will be submitted to DOTD as well as a copy in electronic (pdf) format on a labeled CD.

Review of Draft Environmental Assessment

The Environmental Assessment shall be written in accordance with FHWA's guidelines. Ten (10) copies of the review document will be provided to DOTD's Environmental Section for their review, comment, and distribution. For each revision, an additional ten (10) documents will be required. All comments shall be addressed by the Consultant prior to the DOTD's Environmental Section issuing approval to print the Environmental Assessment for public

distribution. Distribution of the Draft Environmental Assessment will be the responsibility of the Consultant. The DOTD Environmental Section's Project Manager will provide the Consultant with the mailing list to be used for distribution of the Draft Environmental Assessment.

Environmental Assessment

The draft EA will be typed, single spaced, on 8 ½ x 11 inch paper with inside margins of not less than 1 inch wide. All pages will be numbered. Photographs, plans, maps, drawings and text must be clear and clean with typed or mechanically lettered captions. Exhibits utilizing the 8 ½ x 11 inch format are preferred. Sixty (60) copies of the approved Draft Environmental Assessment will be distributed by the Consultant. The Consultant's name and logo shall not appear on the cover of the document. They can appear, however, on the inside cover sheet in a size not to exceed the Department's name and logo. A paper copy and electronic copy in pdf format on a labeled CD will be provided to DOTD.

Public Hearing

After approval by the DOTD's Environmental Section and FHWA, the draft Environmental Assessment will be made available to the public, and a Public Hearing will be scheduled. The Public Hearing will be an open-house format. All arrangements for the Public Hearing, including location, time, preparation of the notice, preparation of appropriate exhibits, preparation of the technical presentation, and handouts will be made by the Consultant, subject to the DOTD Environmental Section's approval. The Consultant will advertise the notice of the Public Hearing in the newspaper(s) as well as other media agreed upon by the DOTD. The text of the notice, including the project map, will be provided to the DOTD Environmental Section's Project Manager for review at least three (3) months prior to the anticipated Public Hearing date. Public Hearing exhibits and the Public Hearing technical presentation will be supplied to the DOTD Environmental Section's Project Manager for approval, prior to issuing approval of the Public Hearing date, and the authorizing of the advertisement. The scale ratio of the exhibits for the Public Hearing must be approved by the DOTD's Environmental Section.

Actual conduct of the Public Hearing will be by the Consultant. Preparation of a handout for distribution to the interested stakeholders present at the meeting will be the responsibility of the Consultant. This handout will be submitted to the DOTD Environmental Section's Project Manager one (1) month prior to the scheduled Public Hearing. The Consultant will have knowledgeable and informed staff present at the Public Hearing to address the queries of the public, in regard to environmental, engineering and other project related issues, before the Hearing, at the recess, and after the Hearing. The Consultant will tape and prepare a verbatim transcript of the Public Hearing.

Public Hearing & Environmental Assessment Comments

All comments received during the commenting period on the Environmental Assessment, including those received at the Public Hearing, will be addressed to the Final Environmental

Assessment by the Consultant. After approval by the DOTD's Environmental Section of the final document and issuance by FHWA of the FONSI, the Environmental Assessment FONSI will be distributed by the Consultant. The DOTD Environmental Section's Project Manager will provide the mailing list to be used for distribution of the FONSI.

Geometrics

The Consultant will be responsible for reviewing the design criteria and geometric layout to determine what changes are necessary to comply with the AASHTO Green Book, and the design standards signed by the DOTD's Chief Engineer on March 5, 2003.

- 1.) The design of this project was done under the standards dated January 28, 1992. The project has not had a preliminary geometric review as of July 31, 2003, and the project must be reviewed to determine what revisions are necessary to comply with new standards. The Consultant will also revise the typical sections and/or vertical alignment to match the appropriate DOTD's design standards. This will include either a depressed median and/or a new alignment.
- 2.) In accordance with directives from the DOTD's Chief Engineer, the default typical section on multi-lane highways should include a divided median (raised or depressed) instead of a TWLTL. Unless a written design exception/approval has been granted for the inclusion of a TWLTL, the entire length of this project should have a raised or depressed median.

The Stage 0 report classified the rural section through Robeline as urban. The Consultant will provide an alternate alignment following DOTD's rural design standards.

- 3.) It appears that the 2001/2004 AASHTO Green Book values were used, which is acceptable, but if the old standards are used then the procedures for calculating "K" values from the 1990 Green Book must be used. Therefore the following K values must be used or the stopping sight distance revised (then the K crest from the 1990 Green Book may be used).

Design Speed (mph)	K crest
60	245
70	401
45	98

Miscellaneous

The distribution lists for the SOV, Draft EA, transcripts, and FONSI must be approved by the Environmental Coordinator prior to the distribution of any of these documents.

The Consultant shall notify the DOTD's Environmental Section when fieldwork begins and ends. The Consultant will also update the Environmental Section weekly as to their progress in the field.

All reference material utilized will be noted, and an accurate and complete bibliography supplied to the DOTD with the draft and final documents. Accessibility and location of all reference material utilized will be noted (i.e., library location, etc.). Utilization of unpublished material, or otherwise not easily accessible material, will be specifically coordinated with the DOTD's Environmental Section prior to its use in the document.

On all correspondence with the DOTD's Environmental Section, the Consultant will use all applicable state project numbers (i.e., engineering and construction), along with the project name, route number, and parish, and Federal aid project number (this last, if and when applicable).

The Consultant shall provide the DOTD's Environmental Section with a monthly progress report. The report will include the estimated and actual date of completion of each task to be performed. The Consultant will use the DOTD's standard form for invoicing.

ITEMS TO BE PROVIDED

DOTD will provide copies of and access to maps, surveys, plans, right-of-way information and any other pertinent information in its files that may assist the Consultant team in performing their work.

The environmental document will be prepared in accordance with the latest applicable AASHTO Standards and the following DOTD publications: Location and Survey Manual, Roadway Plan Preparation Manual, Hydraulics Manual, Bridge Design Manual, Louisiana Standard Specifications for Roads and Bridges, and the Stage 1 Manual of Standard Practice.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges

6. Manual of Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. DOTD Stage 1 Manual of Standard Practice
11. National Electric Code (NFPA 70)
12. DOTD Environmental Impact Procedures (Vols. I-III)
13. Policy on Geometric Design of Highways and Streets (Green Book)
14. Construction Contract Administration Manual
15. Materials Sampling Manual
16. DOTD Bridge Design Manual
17. Consultant Contract Services Manual
18. Geotechnical Engineering Services Document
19. Bridge Inspectors Reference Manual

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be actual cost plus a negotiated fixed fee with a maximum compensation limitation.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy/travelguide.pdf>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

CONTRACT TIME

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The overall contract time to complete this project is estimated to be 365 calendar days. The delivery schedule for all project deliverables shall be established by the Project Manager.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant must be professionally competent in the preparation of NEPA documents.
2. At least one Principal or other Responsible Member of the Prime-Consultant must have a minimum of five years experience in the preparation of NEPA documents in accordance with the National Environmental Policy Act (NEPA) for the FHWA, including Environmental Assessments and who has completed the "NHI course No. 142005, National Environmental Policy Act (NEPA) and Transportation Decision Making", or an equivalent course.
3. In addition to the above requirements, the Prime Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):

- a. One Environmental Professional with a minimum of three years of experience with highway traffic noise analysis.
- b. One Wetlands Biologist with a degree in biology, or a related field, and a minimum of three years experience in wetlands delineation.
- c. One Principal Investigator who meets the Archaeologist Qualifications as published in the Louisiana Register dated April 20, 1994, must have completed the course on Section 106 of the National Historic Preservation Act offered by the Advisory Council, or its equivalent training.
- d. Ecological, Archaeological, and other environmental professionals are required for the performance of a significant portion of the work.
- e. One Professional Civil Engineer registered in the State of Louisiana, with at least five years experience in roadway design and a corresponding support staff.
- f. One Professional Civil Engineer registered in the State of Louisiana with at least five years experience in traffic engineering and a corresponding support staff.

Certifications of Compliance must be submitted with and made part of the Consultant's SF-24-102 for all Manpower requirements listed herein.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's must ensure quality and adhere to established design policies, procedures, standards and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6; **
5. Consultant's current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4;

**** The NEPA Studies (EN) performance rating will be used for this project.**

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

DOTD's Consultant Evaluation Committee will be responsible for performing the above described evaluation, and will present a short list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped original**) and four copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the

information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's SF 24-102 must be firmly bound to the Consultant's SF 24-102. In Section 9, the Consultant's SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with State Project No. **700-35-0140**, and will be submitted **prior to 3:00 p.m. CST on Monday, November 26, 2007**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Edward R. Wedge, P.E.
Consultant Contract Services Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Post Office Box 94245
Baton Rouge, Louisiana 70804-9245
Telephone: (225) 379-1989

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.